

Recovery Grants Reporting Requirements and Information



August 31, 2009

and

September 1, 2009

Presented by:

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**NATIONAL
ENDOWMENT
FOR THE ARTS**

Agenda

1. Introductions and Overview
2. Reporting Deadlines
3. Reporting Forms
4. Restrictions: Exclusion of Fundraising Activities, Overlapping of Funds and Compliance with Federal Laws
5. Changes in Grant Projects
6. Managing Your Funds
7. Recovery Acknowledgements
8. Questions

1. Introductions and Overview

- Tell us the name of your organization, your location and the jobs these funds have preserved.
- All Kansas Arts Commission Recovery grants are subgrants.
- You will report to us on your activities, and we will report to the National Endowment for the Arts and the Recovery Administration on your behalf.
- The reporting mechanisms and reports are still being developed at the national level, including the final report forms, so please be flexible and patient!

2. Reporting Deadlines

- a. You must submit your report on time or your organization and the Kansas Arts Commission will be subject to severe penalties.

Do not jeopardize future grants for your organization or for other organizations by being late.

Make sure you complete and submit the forms on time so the Kansas Arts Commission can compile the information and submit it in its entirety to the Recovery office.

- b. Your deadlines for email submission of your reports are:
- October 2, 2009, 5:00 pm (quarterly report) – for the period ending September 30
 - January 4, 2010, 5:00 pm (quarterly report) – for the period ending December 31
 - April 2, 2010, 5:00 pm (quarterly report) – for the period ending March 31
 - July 5, 2010, 5:00 pm (final report – a separate form is required) – for the period ending June 30
- Email the reports by the deadlines to raena@arts.ks.gov.

3. Reporting Forms

- a. Download the Personnel Activity Report form at in either Word or PDF

Personnel Activity Report Form (Word):

http://arts.ks.gov/grants_fy10/reporting/docs/OrgPersonnelActivity.doc

Personnel Activity Report Form (PDF):

http://arts.ks.gov/grants_fy10/reporting/docs/OrgPersonnelActivity.pdf

Personnel Activity Report Form Completed Example (PDF):

http://arts.ks.gov/grants_fy10/reporting/docs/PersonnelActivityReportExample.pdf

You may complete the form in Word on your computer, save it either in Word or as a pdf and email it to Raena as an attachment.

- We suggest you utilize electronic signatures.
- If you cannot utilize an electronic signature, print out the form for signature, scan it and email it to Raena as an attachment.
- Or, fax it to the Kansas Arts Commission at 785/296-2989.

We will acknowledge receipt of your report by email.

- b. Review of Personnel Activity Report Form

- This form tracks time and the percentage of time used on various activities – not money expended.
- It is to be completed weekly. During this first quater, fill reports retroactively to July 1.
- The reporting week begins on a Sunday and ends on a Saturday. If the week spans two reporting periods, you will submit two reports for that week.
- If the employee hasn't started yet, write "no activity"; the supervisor signs the form. No employee signature required.
- Under *Activity/Arts Endowment*: In many cases, the distribution of time will be 100%.

However, if the employee has other responsibilities, such as fundraising, the distribution of time needs to be divided accordingly.

- Percentages must total 100.
- Employee and supervisor (not authorizing official) both sign and date the form.

4. Restrictions: Exclusion of Fundraising Activities, Overlapping of Funds and Compliance with Federal Laws

a. Fundraising

On your report, list the percent of fundraising by the employee.

- This includes:
- Grantwriting
- Meeting with donors or potential donors
- Planning and attending fundraising or donor appreciation events
- Writing and coordinating production of fundraising brochures
- Attending grant panel meetings

➤ You must not use Recovery funds (or any federal funds) for these activities.

b. Overlapping of Federal Funds

If you are receiving any other National Endowment for the Arts or other federal funds from the Kansas Arts Commission or through other grant programs, you may not claim those costs twice.

c. Compliance with Federal Laws

As with all federally funded programs, including Kansas Arts Commission programs, you must comply with other federal laws such as:

- Minimum wage (\$7.25 per hour)
- Non-discrimination policies including: civil rights, age discrimination, Americans with disabilities
- Environmental policies
- Debarment and suspensions
- Drug-free workplace act
- Lobbying activities (advocacy does not count as lobbying)

- Fair Labor Standards Acts (number of hours worked)

Please see the National Endowment for the Arts' list of legal requirements for more information: <http://www.nea.gov/manageaward/Legals.html>

5. Changes in Grant Projects

If you must make a change to your project prior to the project beginning, please first call Raena Sommers, the program manager.

If the change is substantial, Raena will instruct you to put your request in a letter signed by your board chairman or president and send it by US mail to:

Llewellyn Crain, Executive Director
Kansas Arts Commission
700 SW Jackson Street, Ste. 1004
Topeka, KS 66603

The request is subject to approval by the Kansas Arts Commission and may be subject to approval by the National Endowment for the Arts.

- No changes will be approved once the project has begun – except in extreme cases.

Raena can be reached at raena@arts.ks.gov or 785/296-4089.

6. Managing Your Funds

You shall receive your payment in full within 90 days once the Kansas Arts Commission has:

- Received your contract for this grant program

And

- Received and approved any outstanding final reports from previous years.

You must spend these funds within the Kansas Arts Commission's 2010 fiscal year (by June 30, 2010).

If these funds are not enough to pay the individual their full salary and benefits, you may:

- Reduce the salary
- Raise the additional money needed to pay the salary and benefits or utilize other funds

If the position is not currently filled, the funds you received may be enough to cover the entire salary for the remainder of the fiscal year.

- Remember: these are one-time grants.
- Your organization is responsible for identifying the funds to retain the position during Fiscal Year 2011 – so create responsible, realistic budget and fundraising plans now!

7. Recovery Acknowledgments

You must acknowledge the Kansas Arts Commission, the National Endowment for the Arts and the Recovery Act in all appropriate places when listing items pertaining to this grant – on your website, in your printed programs and other print materials, in press releases, etc.

Please use the following credit line:

_____ is supported, in part, by the Kansas Arts Commission, the National Endowment for the Arts and the American Recovery and Reinvestment Act of 2009.

Please use all three agency logos:

http://arts.ks.gov/grants_fy10/reporting/ks_arts_jobs.shtml

Once Fiscal Year 2010 is completed, please remove the Recovery logo and credit line from all materials.

- For support of this project, you may eliminate "which believes that a great nation deserves great art."
- Be sure you are using the current Kansas Arts Commission logo!

8. Questions?

Once general questions are answered, participants are free to go. But stay on the line if you would like to ask specific questions pertaining to your organization or your grant.

We are always available to assist you!

Please contact:

Raena Sommers

raena@arts.ks.gov

785/296-4089 or 866/433-0688